

VACANCY ANNOUNCEMENT

Civilian Personnel Advisory Center, Taegu, Korea

APO AP 96218-5746

AN EQUAL OPPORTUNITY EMPLOYER

US ANNOUNCEMENT NO: T-04-14(NAF)

10 June 2004

POSITION: Support Services Specialist, NF-0342-03
Regular Full Time

SALARY: \$ 26,000 – 29,000 Per Annual
(Salary is subject to negotiation during selection process).

LOCATION: MWR Distribution Center, Logistics Branch, MWR Division, KORO, IMA
(Duty Location : PUSAN, Korea)

AREA OF CONSIDERATION: Korea-Wide

WHO MAY APPLY: U.S. Citizens. Applications will be accepted from all locally available U.S. citizens but appointments to positions can be made only to U.S. applicants who are not ordinarily resident in the Republic of Korea.

OPENING DATE: 10 JUN 2004

CLOSING DATE: 16 JUN 2004 (1st Cut off and Open continuously until filled)

MAJOR DUTIES:

Maintains, manages and administers the support (i.e., supply, warehouse, property book, security, maintenance) functions in support of a small NAFI or MWR program. Assures that accountability is maintained and recorded in accordance with appropriate regulatory guidelines. Establishes and/or adheres to established internal control guidelines. Supervises and directs the maintenance, repair and refurbishment of equipment and supplies. Develops and maintains positive and productive working relationships with key command staff elements, MWR Specialists and supporting organizations.

QUALIFICATION REQUIREMENTS:

Experience that demonstrates the knowledge, methods and procedures required managing and performing the multiple functions described above.

A National Agency Check is required.

ORDER OF CONSIDERATION:

Priority I	Spouse Employment Preference (SEP)
Priority II	Involuntary Separated Military (ISM)
Priority III	Family Member
Priority IV	Off Duty Military (ODM)
Priority V	Current and Former NAF Employees (CNE/FNE) and Current APF employees
Priority VI	Outside Applicant Veterans (OAV)
Priority VII	Outside Applicant Non-Veterans (OANV)

SPECIAL NOTE: ALL APPLICANTS MUST SUBMIT:

All local applicants must submit a Local Applicant Questionnaire obtained through your local CPO.

- (1) Applications for NAF positions must be on DA Form 3433, 3433-1 with original signature.
- (2) NAF priority consideration candidates must attach a copy of DA Form 3434 showing type of action and effective date of separation.
- (3) Current and Former NAF employees must attach latest DA Form 3434 showing type of appointment/verifying probationary period served.
- (4) Current APF employees must attach a copy of SF 50 showing current appointment and verifying competitive status.
- (5) Military Spouses and Family Members claiming preference must attach copy of PCS orders to their applications.
- (6) Former Active Duty Military must attach copy of DD Form 214.
- (7) Off Duty Military must attach to the application a letter from the Commander authorizing Off Duty Employment.
- (8) When education is a firm requirement for the position, copies of college transcripts must be submitted.
- (9) Must attach photocopy of passport showing current visa status.
- (10) All applicants must attach copy of Social Security Card (SSC)

FAILURE TO ADHERE TO THE ABOVE ITEMS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

- (11) Conversion of position from intermittent to part-time or full time or part time to full time may be accomplished on a non-competitive basis.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration for vacancies without regard to age, race, lawful political or other affiliation, color, marital status, sex or national origin or for handicap that does not interfere with accomplishment of duties.

WHERE TO APPLY: Civilian Human Resource Agency – Korea Region, Civilian Personnel Advisory Center – Area IV, Unit #15746, APO AP 96218-5746, Camp Henry, Building #1805.

The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures. Complaints may be referred to CPAC - Area IV, Taegu, Korea.

For further information regarding this announcement, please call Ms. Chong, 768-6649.

/Original Signed by/
CHONG, CHAE UN
Human Resources Specialist